

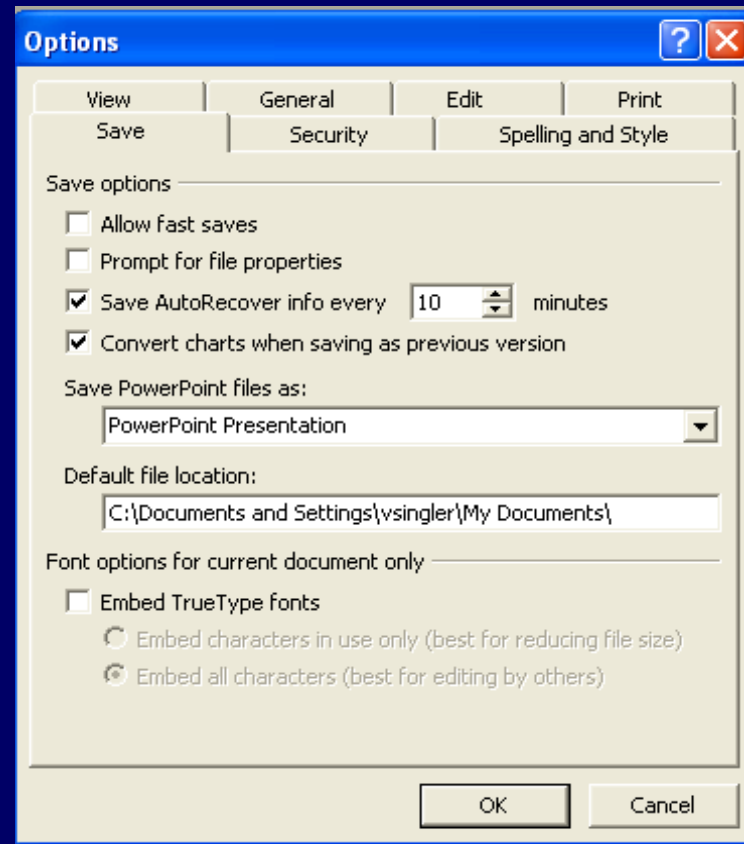
PowerPoint 101



Valerie Singler

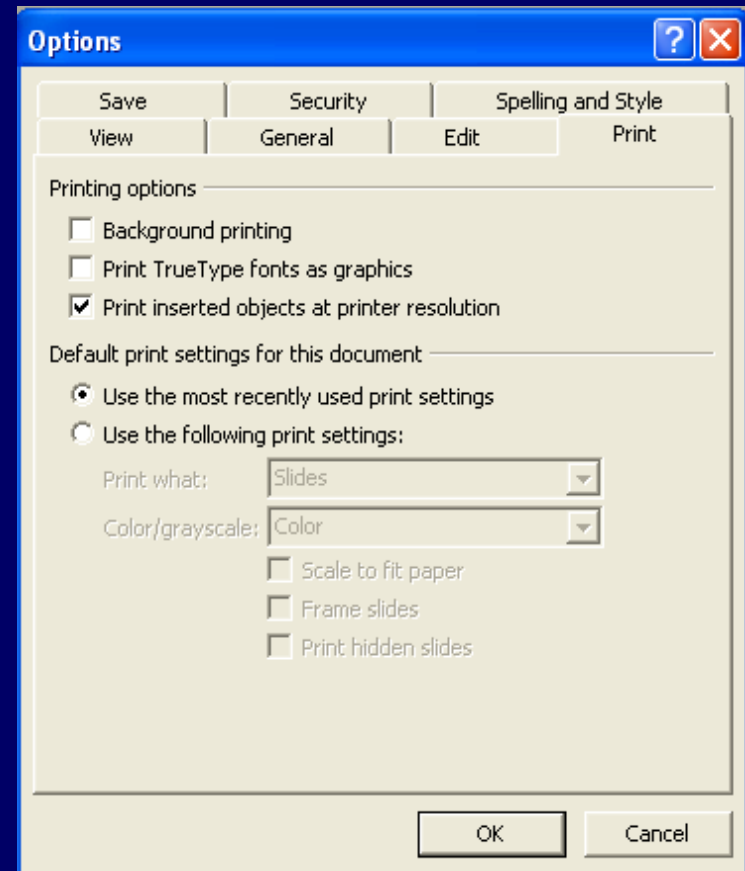
In the beginning . . .

- Recommended Settings
 - *Tools* → *Options* → *Save Tab*
 - Turn off Fast Saves
 - Turn on the AutoRecover feature



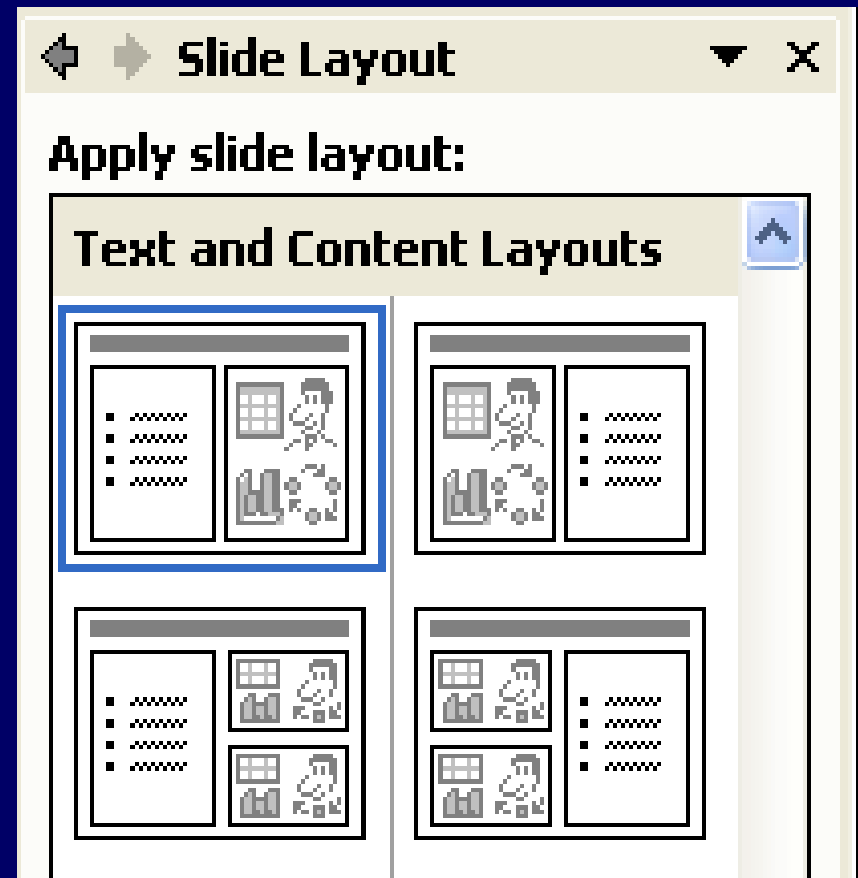
In the beginning . . .

- Recommended Settings
 - *Tools* → *Options* → *Print tab*
 - Turn off Background Printing
 - Experiment with turning on Print Inserted Objects At Printer Resolution



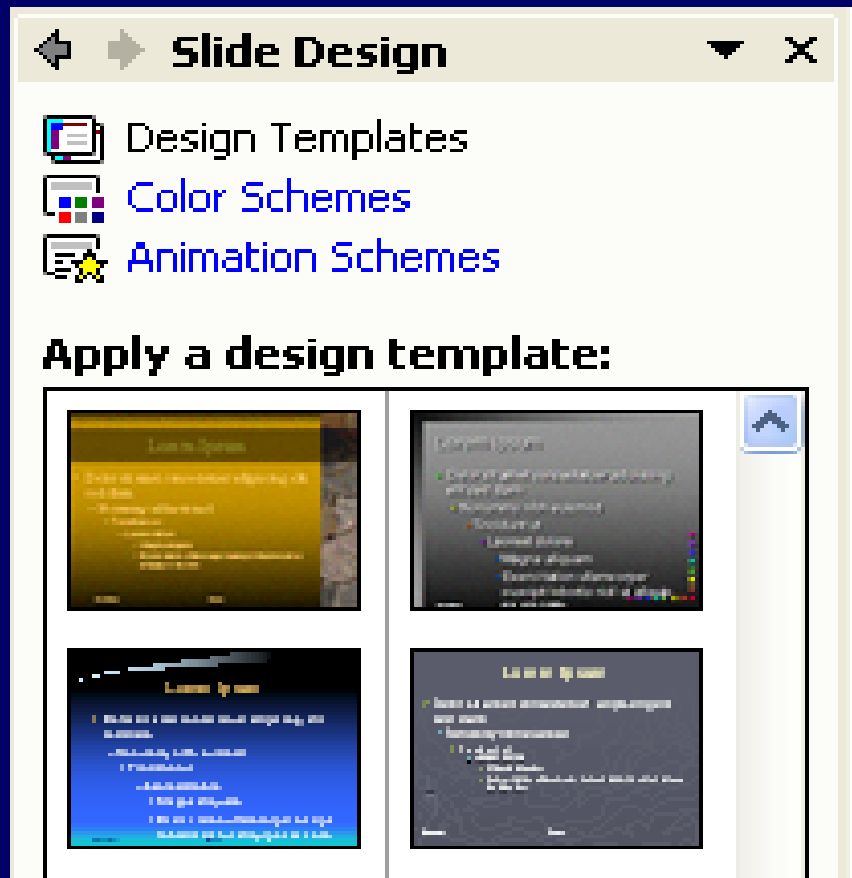
Slide Layouts

- Format → Slide Layout
- Types
 - Text
 - Content
 - Text & Content
 - Other



Slide Designs

- Format → Slide Design
- Design Templates
 - Built-In
 - www.Microsoft.com
- Color Schemes
- Animation Schemes



Applying A Design From An Existing Presentation

- To apply a design from an existing presentation:
 - Open the presentation to which you want to apply the design
 - Format → Slide Design → Browse
 - Find the presentation that has the design you want to use and select it
 - Click “Apply”
- Re-adjust as necessary



Working with the Masters

- Slide Master
- Title Master
- Handout Master
- Notes Master



Headers & Footers

- Masters
 - Show where header and footer elements will appear on the "page"
- Headers & Footers
 - Contents of header and footer elements
 - View → Header and Footer
- CSC PowerPoint Templates



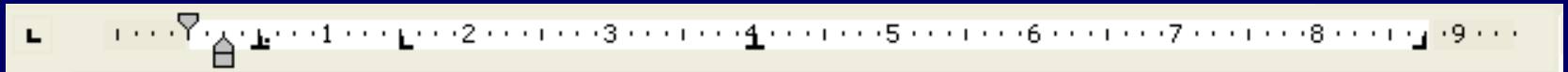
Indent Markers & Tabs

- Indent Markers
 - Apply to the ENTIRE text box, not to individual paragraphs
 - A text box can have multiple levels of indent markers – one for each level of bulleted or numbered lists
 - Tip: For more control when dragging indent markers, hold down the Ctrl key as you drag



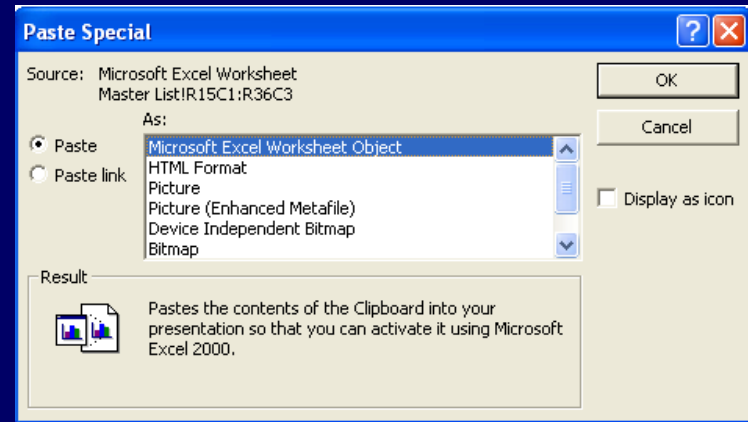
Indent Markers & Tabs

- Tabs
 - Default settings – Left aligned, every 1/2 inch
 - Set custom tabs by clicking on the ruler



Excel Charts & Ranges

- Paste Options
- Troubleshooting



	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								



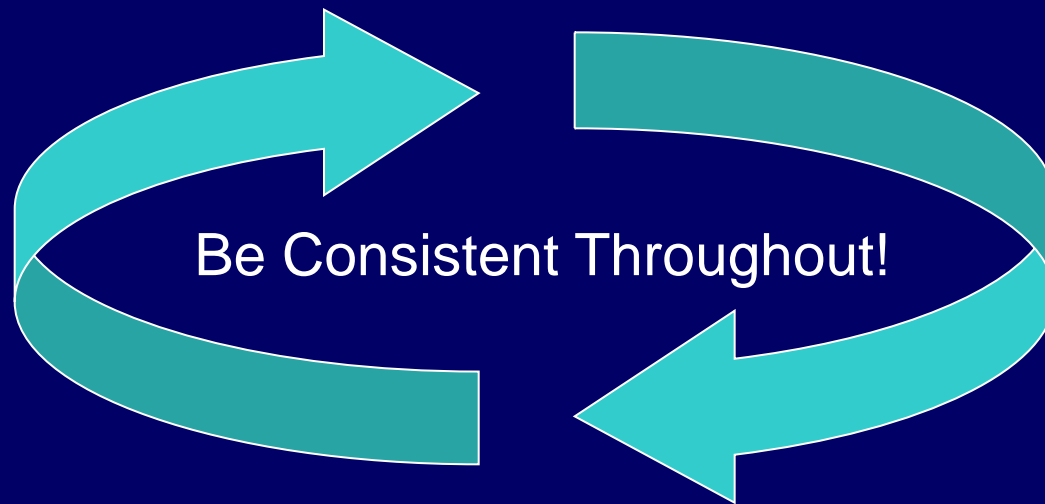
Transitions & Animations

- Transitions

- How you move from slide to slide

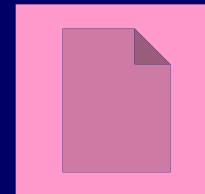
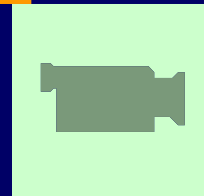
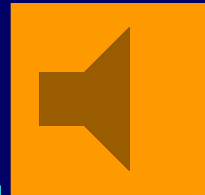
- Animations

- How the information appears on the screen



Action Buttons

- Navigation
- Open other presentations, applications
- Play sounds/movies



References



Bott, Ed and Leonhard, Woody, Special Edition Using Microsoft® Office XP, Que, 2001

Jacobs, Kathy, Kathy Jacobs on Power, Holy Macro! Books, 2004**

Leonhard, Wood, Office 2003 Timesaving Techniques for Dummies, Wiley Publishing Inc., 2004**

Stevenson, Nancy, Special Edition Using Microsoft® PowerPoint® 97, Que, 1997

Wempen, Faithe, PowerPoint® Advanced Presentation Techniques, Wiley Publishing Inc., 2004**

**Book is available on Books 24X7 (CSC Learning Place)

Websites



- The PowerPoint FAQ
www.pptfaq.com
- Kathy Jacobs' PowerPointAnswers.com
www.powerpointanswers.com/index.php
- Color Meanings
www.color-wheel-pro.com/color-meaning.html
www.factmonster.com/ipka/A0769383.html

This course is PowerPoint 101 for Scientists and Medical Writers. We have brought you this course so that you can achieve maximum impact with your own or someone else's scientific presentations. This course was created for anyone who needs to create PowerPoints or slide decks with scientific content in them, whether you are creating them about your own research or for a client.